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Approved For Rulease 2002/05/02 : CIA-RDP80-01341Ab-0200060007-6

Sequence	e of	Event	s
Reduction	in	Perso	nnel
Under			

STATINTL

- 1. Director's memorandum dated 5 March 1973 instructs Deputies and Heads of Independent Offices to identify employees who are excess to current and anticipated manpower requirements and to declare these employees excess to the Director of Personnel.
- 2. Each Deputy has sent a memorandum to his office heads requesting that they evaluate all employees to identify those who, on basis of performance, nature of service, qualifications, and grade, are excess to current and anticipated manpower requirements. Office heads will forward the list of identified employees to the Deputy Director for his review.
- 3. Office heads using their own evaluative procedures identify those who are excess and forward to the Deputy Director.
- 4. Deputies review with office heads and after considering reductions in grade where such action is appropriate, approve a final list of personnel who are excess.
- 5. Individuals are told by senior official(s) that they are being declared excess. Reason given to individuals should be about as follows:

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are	least	essential	to meet	current	and	anticipated	manpower	requiremer	its.
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DCI has so ordered and that they as compared to their peer group

poor performance.

STATINTL

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- 6. During the discussion with a senior official, an employee may agree to voluntarily retire. This will be considered a satisfactory resolution of a case.
- 7. Deputy then declares the employee excess and notifies him in writing of such action. The Director of Personnel will provide standard formats for these declarations.
- 8. Deputy also notifies the Director of Personnel in writing that he has declared the employee excess (standard format).
- 9. The Director of Personnel shall review each case with a view towards placing the individual elsewhere in the Agency at the same or lower grade. The individual shall be interviewed by the Director of Personnel's representative as part of this review. If the employee agrees to voluntarily retire during this review, the case will be considered satisfactorily resolved.
- Director of Personnel may discuss possible placement of an employee from another Directorate. All component heads within a Directorate will advise their representative of positions that may be filled by employees from other Directorates.
- in writing of his right to submit within ten days a request to be heard orally by a representative of the Director of Personnel or to state in writing to the

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Director of Personnel why he should not be declared excess.

- 12. If the Director of Personnel is unable to assign elsewhere in the Agency, he shall recommend to the DCI that he
 - a. declare the employee surplus to the Agency;
 - b. terminate his employment utilizing his authority under section 102(c) of the National Security Act, as amended, and
 - c. establish the effective date of such termination.
- in writing of this action and of the employee's right to present to the DCI within 10 days any information in writing concerning why his employment should not be terminated.
- 14. The Director of Personnel's recommendation and the employee's appeal will be referred to the Inspector General, who shall consider them and forward his own recommendation to the DCI.
- employment pursuant to section 102(c) of the National Security Act and establish the effective date of such termination. Such effective date shall not be less than 30 days after the DCI's determination date. The DCI also may disapprove in whole or in part the recommendation of the Director of Personnel.

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16. Finally, the Director of Personnel shall notify the employee in writing of the decision of the DCI.

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الوثيا	
	(Date)
	MEMORANDUM FOR: Mr.
	SUBJECT : Notification of Declaration As Excess
TATINTL	In accordance with paragraph b.(1) of I hereby inform
	you that under the authority of that paragraph, I have today declared
	you excess to the manpower requirements of this Directorate.
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April 1	
•	Deputy Director for Sanza
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STATINTL

:	In accord	lance with	paragraph b.(2)	of	ı	forward l	herevith
my	declaration	of	72 mil (1973 (date)	that M	ír. <u>G. (</u>		. is
exc	ess to the	manpower	requirements of				

Deputy Director for

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(Date)

15 moide

Declaration as Excess

STATINTI

In accordance with para	graph b.(1) of and taking into
consideration the current an	nd anticipated manpower requirements of this
	performance, nature of service, qualifications
O	, I hereby determine that Mr.
is excess to the manpower re	equirements of this Directorate and I so
declare him as excess.	

Director of Personnel 5 E 56 HQ TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment. Attached is a guideline for the sequence of events in accomplishing a reduction in personnel under 3. Mr. Colby asked that this be distributed to all Deputies and Heads of Independent Offices. I am available to answer any	FROM:			······································	EXTENSION	NO. 10010 172 0000
TO: COMMENTS (Number such comment to show from whom building) 1. Deputy Director for Support 7D18 HQ 2. Attached is a guideline for the sequence of events in accomplishing a reduction in personnel under STATINT Mr. Colby asked that this be distributed to all Deputies and Heads of Independent Offices. 4. Author of Independent Offices and Heads of Independent Offices. 5. Author of Independent Offices. 6. Author of Independent Offices. 7. Author of Independent Offices. 8. Author of Independent Offices. 8. Author of Independent Offices. 9. Author of Independent Offices. 1 am available to answer any questions that may arise after you have reviewed the attachment. Harry B. Fisher Director of Personnel 11. Director of Personnel 12. Director of Personnel 13. Director of Personnel 14. Director of Personnel 15. Director of Personnel 16. Director of Personnel 17. Director of Personnel 18. Director of Personnel 19. Director of Personnel 19. Director of Personnel 19. Director of Personnel 10. Director of Personnel 11. Deputy Director of Personnel 10. Director of Personnel 11. Deputy Director of Personnel 12. Director of Personnel 13. Director of Personnel 14. Director of Personnel 15. Director of Personnel 16. Director of Personnel 17. Director of Personnel 18. Director of Personnel 19. Director of Personnel 20. Director of Personnel 20. Director of Personnel 21. Director of Personnel 22. Director of Personnel 23. Director of Personnel 24. Director of Personnel 25. Director of Personnel 26. Director of Personnel 27. Director of Personnel 28. Director of Personnel 29. Director of Pe					6825	
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